CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:
Classification Specification: <u>ENGINEERING MANAGER</u>
Salary Range: NR 52 - Management Benefit Level B
Position Description: <u>Transportation Engineering Manager</u>
Incumbent:
Location: Public Works/Engineering - Transportation

GENERAL PURPOSE:

Under the direction of the City Engineer and Public Works Director, supervise and perform complex and professional engineering duties in the management, planning, programming, design, coordination, and direction of Public Works Transportation Engineering projects; operate and maintain the City's traffic signal and street lighting systems; manage the Commute Trip Reduction, Transportation Demand Management, and Neighborhood Traffic Control programs; train, supervise, assign, and review the work of assigned personnel; assure efficient and effective functioning of the Transportation Section. The incumbent serves as the City Traffic Engineer with responsibilities and authority as outlined in the Model Traffic Ordinance, WAC 308-330-260 & 308-330-265.

Work is characterized by management, administrative, and supervisory responsibilities for the organization, including directing and evaluating the operation of the Transportation Engineering Section. The incumbent directly supervises employees in the Transportation Engineering Section; and carries out supervisory responsibilities in accordance with the organization's policies and procedures as well as applicable laws. The incumbent's responsibilities include, but are not limited to, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; resolving problems; and recommending terminations as appropriate.

Work is performed under managerial direction. The supervisor provides the employee with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice, and/or objective.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise and participate in the engineering duties of the Transportation Engineering Section; plan, organize, and coordinate the maintenance and enhancement of the City's transportation system.

Analyze and review requests, plans, and proposals concerning traffic signals, roadway design, traffic control, signs, ordinances, state and federal funding and inter-agency

coordination; oversee the review of development plans to determine transportation and environmental impacts.

Prepare an Annual Business Plan and Annual Work Plan as required by the Public Works Director each budget year relating to the strategic plan and goals of the City and Department.

Develop and manage an annual operating budget for the Transportation Section for each budget year.

Conduct transportation studies and analyses; direct the collection of traffic data; review data for accuracy and compile data in reports.

Attend a wide variety of meetings, hearings, and other gatherings involving transportation issues; present technical data and recommendations; respond to questions; serve as the City's expert witness in traffic related legal cases.

Supervise and coordinate transportation projects and related activities; supervise and participate in the preparation of complex civil engineering designs, plans, specifications, and cost estimates; coordinate and review the work of consultants for projects.

Schedule and assign work to assure completion of projects in accordance with established timelines and budget limitation; direct section operations to assure efficiency and cost-effectiveness.

Coordinate communication and projects with other engineering sections, City departments, governmental and private agencies, consultants, architects, contractors, utility companies, vendors, and the general public.

Interview, hire and train employees; plan, assist, direct, and evaluate work in progress and upon completion; appraise performance; recommend promotion and disciplinary actions; address complaints; resolve problems; approve/schedule sick leave and vacation time; and recommend terminations as appropriate.

Oversee and participate in project site inspections and review plans and projects to assure compliance with applicable codes, ordinances, and regulations.

Compile and analyze statistical and technical information and data; prepare reports concerning projects and related activities; direct the maintenance of comprehensive records and files related to transportation engineering projects.

Oversee performance standards and direct necessary adjustments as required.

Perform the duties of City Traffic Engineer as described in the Model Traffic Ordinance, WAC 308-330-260 & 308-330-265.

Develop section mission, goals, and objectives; implement plans and actions to accomplish mission, goals, and objectives.

Develop and manage consultant contracts for professional and technical services.

Review and provide recommendations concerning legislation, local codes, regulations, policies, and ordinances related to transportation.

Provide appropriate responses to requests and inquiries from the public concerning issues and questions about transportation issues.

Organize, coordinate, and prepare the City's Six Year Transportation Improvement Program consistent with the City's Comprehensive Plan, Transportation Master Plan, and City Council Strategic Goals.

Direct the operation of the City's centralized traffic signal control computer system.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of civil engineering as related to the preparation of plans and specifications of various Public Works projects with emphasis on transportation engineering
- Current trends, developments, and legislation pertinent to civil engineering
- Materials, techniques, and equipment applicable to the area of specialization
- Engineering regulations and standards
- Principles and practices of personnel management, supervision, and training
- Technical aspects of field of specialty
- Research methods
- Applicable laws, codes, regulations, policies, and procedures as they relate to Civil Engineering and Traffic Engineering
- Budget preparation and control

SKILLED IN:

- Verbal and written communications
- Effectively using interpersonal skills in a tactful, patient, and courteous manner
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Training, supervising, and evaluation of personnel
- Organization of work programs and plans

- Effectively organizing and expressing ideas through use of oral and written communications
- Mentoring, training, and motivating others

ABILITY TO:

- Supervise and perform complex and technical engineering duties in the coordination and direction of Public Works civil engineering projects
- Prepare plans and specifications and review engineering project cost estimates
- Adapt approved engineering methods and standards to the design and construction of a variety of municipal Public Works projects
- Communicate effectively in both verbal and written form
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures
- Maintain records and prepare reports
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Work from blueprints, shop drawings, and sketches
- Meet schedules and timelines
- Work independently with minimum supervision
- Prepare and deliver oral presentations

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in Civil Engineering, Transportation Engineering or related field; and

Experience: Five (5) years of increasingly responsible transportation engineering experience including at least three (3) years of management and supervisory experience in the direction of transportation programs.

Or: In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment
- Must successfully pass the City's pre-employment driver's records check and maintain an excellent driving record
- State of Washington Professional Engineer (Civil) license required

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer, telephone, fax and copy machine, calculator, and projector. The incumbent may also be

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required to operate a city vehicle.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use arms, hands, and fingers to reach, handle, feel, or operate objects, materials, tools, equipment, or controls. The employee is frequently required to sit, stand, walk, hear, and talk normally with or without mechanical assistance. The employee is occasionally required to lift/move up to 30 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

The incumbent is required to work primarily in an office setting. The incumbent may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate. The incumbent is subject to driving to various locations to inspect or review public improvement project sites, and/or to attend meetings, conferences, and seminars. Noise level at construction sites may be moderate to loud.

SIGNATURE	ES:				
Incumbent's Signature		Date	Supervisor's Signature	Date	
Approval:					
Department Director/Designee		Date	Employee Services Director/De	esignee Date	
** Note:		isal; when th	ed and updated annually at the time of the employee's this position becomes vacant; or, if the duties of this ntly.		

Revised: 3/9/07